

# TREASURY ACQUISITION INSTITUTE

## FY 1999 SCHEDULE OF COURSES

MONTH	DATE	COURSE TITLE
October	05-09	COTR Training
	06-08	The 7 Habits of Highly Effective People
	15	Using Oral Presentations in Source Selections
	16	FAR Part 15 Re-Write
	19-23	COTR Training
	21	Year 2000 (Y2K) Basics
	22-23	Contracting for Commercial Items
	26-30	Project Management for Procurement Personnel
	27	Internet for Beginners
	28	IRS Small Purchase Card Training
	28	Acquisition Reform - UPDATE
	28	Creating a Web Page
November	02-03	Simply Grammar
	02-04	Writing Performance-Based Statements of Work
	04-05	Write 2 the Point
	05-06	Past Performance in Government Contracting
	16-20	COTR Training
	17	Building Blocks for Productive Teams
	18	IRS Small Purchase Card Training
	19	Presentation Advantage!
	23	Internet - Advanced
	24	Internet-Based Market Research
	25	Acquisition Reform - UPDATE
	30-01	Alternative Means of Resolving Disputes
December	03	Changes in Government Contracts
	04	Contract Disputes
	07	Thinking Outside the Box
	07-11	Information Technology Contracting
	07-11	Simplified Acquisition
	14-15	Key Contract Clauses - What you need to know!
	14-18	COTR Training
	15	Internet for Beginners
	15	Excel (for Windows 97) - Beginners
	16	Word (for Windows 97) - Beginners
	16	IRS Small Purchase Card Training
	17	PowerPoint (for Windows 97) - Beginners
	17	Rethinking Stress
	18	Access (for Windows 97) - Beginners

<b>January</b>	04-8	COTR Training
	11-12	Contracting Basics for Administrative & Support Personnel
	11-14	Cost Accounting for Contract Specialists
	13	Internet-Based Market Research
	13-14	Contracting for Commercial Items
	14	Acquisition Reform - UPDATE
	15	Motivating People in Today's Workplace
	15	FAR Part 15 Re-Write
	20	IRS Small Purchase Card Training
	20-22	Performance-Based Service Contracting
	21	Freedom of Information Act Training
	22	Using Oral Presentations in Source Selections
	27	Internet - Advanced
<b>February</b>	01-03	Contract Closeout
	01-05	COTR Training
	08	Excel (for Windows 97) - Advanced
	08-10	Performance-Based Service Contracting
	09	Word (for Windows 97) - Advanced
	09-11	The 7 Habits of Highly Effective People
	09-12	Federal Appropriations Law
	10	PowerPoint (for Windows 97) - Advanced
	11	Access (for Windows 97) - Advanced
	17	IRS Small Purchase Card Training
	17-19	Writing Performance-Based Statements of Work
	22-26	Best Value - Source Selection
	24	Evelyn Woods Reading Dynamics
	24	Delegating Work and Doing It Right
	25	Internet for Beginners
	25	Planning For Results
<b>March</b>	01-02	Government Performance and Results Act
	01-05	COTR Training
	02	Internet-Based Market Research
	09	Excel (for Windows 97) - Beginners
	10	Word (for Windows 97) - Beginners
	11	What Matters Most (Formerly Time Management)
	11	PowerPoint (for Windows 97) - Beginners
	12	Access (for Windows 97) - Beginners
	15-17	Writing Performance-Based Statements of Work
	17	Internet - Advanced
	17	IRS Small Purchase Card Training
	18	Creating a Web Page
	18-19	Past Performance in Government Contracting
	22-24	Performance-Based Service Contracting
	23-26	Advanced Best Value - Source Selection
	22-26	Advanced Simplified Acquisition
	25	Telecommunications for Non-Engineers

<b>April</b>	05-09	Information Technology Contracting
	12-13	Alternative Means of Resolving Disputes
	12-16	COTR Training
	13	Internet for Beginners
	14	Internet-Based Market Research
	15	Presentation Advantage!
	15	Acquisition Reform - UPDATE
	21	Providing Exceptional Customer Service
	21	IRS Small Purchase Card Training
	26-27	Simply Grammar
	28-29	Write 2 the Point
<b>May</b>	03-07	COTR Training
	10-12	Writing Performance-Based Statements of Work
	11	Excel (for Windows 97) - Advanced
	12	Internet - Advanced
	12	Word (for Windows 97) - Advanced
	13	Internet-Based Market Research
	13	PowerPoint (for Windows 97) - Advanced
	13-14	Contracting for Commercial Items
	14	Access (for Windows 97) - Advanced
	17-20	Cost Accounting for Contract Specialists
	19	IRS Small Purchase Card Training
	20	Planning for Results
	24-28	COTR Training
	27	Influencing for Results
<b>June</b>	02-03	Contracting Basics for Administrative & Support Personnel
	08	What Matters Most (Formerly Time Management)
	07-11	COTR Training
	08	Excel (for Windows 97) - Beginners
	09	Word (for Windows 97) - Beginners
	10	PowerPoint (for Windows 97) - Beginners
	11	Access (for Windows 97) - Beginners
	16	IRS Small Purchase Card Training
	22	Bringing Your Whole Brain to Work
	24	Cultivating Initiative In Your Staff
	28	Internet for Beginners
<b>July</b>	12-16	COTR Training
	14-16	Writing Performance-Based Statements of Work
	15	Telecommunications for Non-Engineers
	15	Planning for Results
	19-23	COTR Training
	20	Internet - Advanced
	21	IRS Small Purchase Card Training
	22	Creating a Web Page
	27	Internet-Based Market Research

<b>August</b>	09-13	COTR Training
	10-12	The 7 Habits of Highly Effective People
	18	IRS Small Purchase Card Training
	25	Internet for Beginners
	26	What Matters Most (Formerly Time Management)
<b>September</b>	08	Internet - Advanced
	13-17	COTR Training
	14-16	Writing Performance-Based Statements of Work
	15	IRS Small Purchase Card Training
	20-22	Performance-Based Service Contracting